## Instructions for Activating a TRAIN Account for HHS Enterprise (DADS, DARS, DFPS, DSHS and HHSC) State Employees

TRAIN is a national Learning Management System (LMS) used by state and local public health departments as well as other public health partners throughout the nation. It is a web-based system which allows public health training departments and public health professionals manage their training records. The Texas portal is funded and supported by the Texas Department of State Health Services' Division of Prevention and Preparedness. TRAIN Texas is available 24/7 through the internet and it is <u>free</u> to use by public health professionals.

System Requirements for Learners:

- Internet Explorer 6.0 and above
- JavaScript enabled

NOTE: Users running other Browsers could potentially experience problems when using TRAIN.

All Health and Human Services employees (DSHS, DADS, DFPS, DARS and HHSC) have an account established in the TRAIN Learning Management System (LMS). This account is created from your personnel information entered in accessHR.

If you have never logged in before, you can login and then set up a password.

Please follow these steps:

- 1. Access TRAIN at https://tx.train.org/
- Enter your work e-mail address under "Login Name" (for example, jane.doe@dshs.state.tx.us) and select the "Login" button.



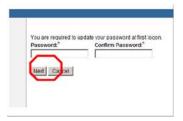
3. TRAIN policies will display. Please review and select the "agree to these TRAIN policies" and select the "Next" button to continue.



4. You will be prompted to set up a security question, so you may retrieve your password in case you forget it at a later date. There are several options available to you in the drop down box located at the end of the **Question:\*** Select a question and enter the answer. Select the **Next** button.



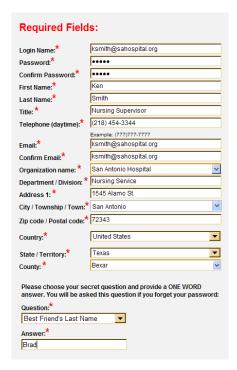
5. You will be prompted to set up a secure password.



6. You will notice that some information will already have been entered. Enter information in the remaining fields which have an asterisk (\*) Please complete all required information. Select the "Next" button to continue.



## **Example of Completed Required Fields**



## **TRAIN Resources**

TRAIN Texas FAQs <a href="http://www.dshs.state.tx.us/comprep/train/">http://www.dshs.state.tx.us/comprep/train/</a>

TRAIN Help Desk for technical issues (512) 458-7336 or <a href="mailto:txtrain@dshs.state.tx.us">txtrain@dshs.state.tx.us</a>